

ADLS / ADLS Amendment Application

(ARCHITECTURE, DESIGN, LIGHTING/LANDSCAPING, and SIGNAGE)

ADLS Fee: \$1,070 (plus \$141/acre when not accompanied by a Development Plan App.)

ADLS Amend Fees: Sign only: \$109, plus \$27/sign

Building/Site: \$711, plus \$68/acre

(Fees are due after the docket number is assigned.)

Date: _____

Docket No. _____

___ ADLS

___ ADLS Amend

___ DP Attached

Previous DP? Yes ___ No ___

Name of

Project: _____

Type of

Project: _____

Project

Address: _____

Project Tax Parcel ID #: ____ - ____ - ____ - ____ - ____ - ____ . ____

Legal Description: *(Please use separate sheet and attach)*

Name of

Applicant: _____

Applicant Address: _____

Contact Person: _____ Phone: _____

Email: _____

Name of

Landowner: _____ Phone: _____

Landowner Address & Email: _____

Plot Size: _____ Zoning Classification: _____ Overlay Zone: _____

Present Use of Property : _____

Proposed Use of Property: _____

New Construction? Yes ___ No ___

New/Revised Sign? Yes ___ No ___

Remodeled Construction?: Yes ___ No ___

New Parking? Yes ___ No ___

New Landscaping? Yes ___ No ___ (If Yes, an engineered and to-scale Landscape Plan must be submitted; see below.)

PARKING

No. of Spaces Provided: _____

No. Spaces Required: _____

DESIGN INFORMATION

Type of Building: _____ No. of Buildings: _____

Square Footage: _____ Height: _____ No. of Stories _____

Exterior Materials: _____

Exterior Colors: _____ Maximum No. of Tenants: _____

Type of Land Uses: _____

Water by: _____ Sewer by: _____

LIGHTING

Type of Fixture: _____ Height of Fixture: _____

No. of Fixtures: _____ Additional Lighting: _____

** Plans to be submitted showing **Foot-candle** spreads at property lines, per the ordinance.*

LANDSCAPING

** To-scale engineered Landscape Plans to be attached/submitted showing **plant types, sizes, and locations**.*

SIGNAGE

No. of Signs: _____

Type of Signs: _____

Location(s): _____

Dimensions of each sign: _____

Square Footage of each sign: _____

Total Height of each sign: _____

Colors of each sign: _____

AFFIDAVIT

I the undersigned, to the best of my knowledge and belief, submit the above information as true and correct.

Signature of

Applicant: _____

Title: _____

(Printed Name)

Date: _____

—

STATE OF INDIANA

SS:

The undersigned, having been duly sworn upon oath says that the above information is true and correct and he is informed and believes.

(Signature of Petitioner)

County of _____ Before me the undersigned, a Notary Public
(County in which notarization takes place)

for _____ County, State of Indiana, personally appeared
(Notary Public's county of residence)

_____ and acknowledge the execution of the foregoing
(Property Owner, Attorney, or Power of Attorney)

instrument this _____ day of _____, 20_____.
(day) (month) (year)

(SEAL)

Notary Public--Signature

Notary Public--Please Print

My commission expires:

Review/Approval Procedure
For ADLS / ADLS Amendment Petitions

1. Allow plenty of time for review and approval process (approximately 2-4 months).
2. Discuss proposed project with DOCS staff (please call for an appointment to discuss review procedure and appropriate dates) first week of the month, works the best to begin a project.
3. INFORMATION NEEDED for formal DOCS staff and Plan Commission review:
 - a. Two copies of formal application with required information
 - b. Two copies of legal description
 - c. Two location maps showing location of subject site, zoning and existing land uses of all adjacent properties.
 - d. Two copies of a detailed site development plan (**24" x 36" or smaller**) showing:
 - 1) Drainage: Detailed drainage plan with drainage calculations. If project is in Clay Township, take to Kent Ward, County Surveyor's Office (776-8495). If project is in City of Carmel, discuss with John Thomas, Storm Water Administrator (571-2441).
 - 1a) The Hamilton County Surveyor's Office requires all Erosion Control Plans be labeled as "Stormwater Pollution Prevention Plans", aka SWPPP Plan.
 - 2) Lighting plan
 - Footcandle limits
 - Type of fixture
 - Size of fixture
 - 3) Landscaping plan (showing easements, setbacks, and bufferyards)
 - Location of plantings
 - Type and sizes of plantings
 - Planting legend
 - Planting details
 - Mounding locations and details
 - 4) Signage plan and details
 - Size and location
 - Materials and colors
 - 5) Parking plan: show disabled parking spaces, total spaces needed per zone, spaces proposed, and also show/label the Bicycle Parking areas.
 - 6) Site plan, to-scale, with:
 - Side, rear and front yard setbacks
 - Perimeter drainage and utility easements
 - Sewer and water line locations
 - Special setbacks or greenbelts
 - Building square footage
 - Dimensions of building
 - Location of mechanical equipment, gas/electric meters, and trash receptacle with screening and design details

- Loading and dock areas
 - Fire hydrant and siamese locations
- 7) Building Elevations: (show all sides, and be to-scale)
 - Dimensions
 - Materials and colors
 - Bring Samples of materials to the Plan Commission meeting
 - Signage location(s)
 - 8) Soils map and Floodplain information
 - 9) Prepare an estimated construction cost to comply with the Transportation Plan per UDO Section 1.07(E) (Contact the Carmel Engineering Dept. for more detail; 571-2441.)
 - 10) Technical Advisory Committee (TAC) correspondence.
 - 11) If public hearing required, list of adjacent property owners two properties deep or 660 feet, whichever is less, to be obtained from Hamilton County Transfer & Mapping Dept., Noblesville, Indiana.
4. Once all information is presented to DOCS and a review completed for compliance, a docket number will be released. The filing fee and info packets are due at least 10 days prior to the meeting, at which time the item will be placed on the meeting agenda. The following is list of items that should be included in each Plan Commission Member's info packet:

1. Cover page	4. Location Map
2. Brief Description of the project	5. Site plan laid over aerial view of property
3. Legible plans (site, landscaping, signage, lighting, elevations, etc.)	6. Any other supporting information
 5. Petitioner or representative must appear at the Carmel Plan Commission meeting and give a presentation. The presentation may include information relative to the project and may be presented on a poster board so that it can be seen from 20 feet. However, an opaque projector is available, if the meeting takes place in the Council Chambers. In addition to the info packets, a reduction (8-1/2" x 11") of the poster board project information may be handed out to each Plan Commission member.
 6. Petitioner or representative must attend the Technical Advisory Committee (TAC) meeting, which occurs several weeks prior to the Plan Commission meeting.
 7. Petitioner or representative must attend the Commercial Committee to further review all pertinent information (when applicable).
 8. Petitioner or representative must attend the second Plan Commission meeting (when applicable) for final vote (questions may need to be answered).
 9. Once Plan Commission has voted on the project, and a Letter of Grant is issued, it is up to the petitioner to work with the Building Permits Dept. staff to obtain proper building/sign permits.

**CONTACT INFO: PLANNING/ZONING DIVISION, DEPT. OF COMMUNITY SERVICES (DOCS),
1 Civic Square, Carmel, IN 46032. Phone: (317) 571-2417 Fax: (317) 571-242 Web: www.carmeldocs.com**